

## CLAIMS

What is claimed is:

1. A method for indicating user status for at least one of a plurality of users of groupware, said method comprising the steps of:

(a) displaying a status row bar in a view window of each user; and

(b) providing a status indication indicating the user status in said displayed status row bar.

2. The method according to claim 1 wherein said user status indicates whether the at least one of the plurality of users has read a document.

3. The method according to claim 1, wherein when the users are divided into groups, said status indication shows what percentage of the users of each group have read each document for each group.

4. The method according to claim 1, wherein when the documents are divided into document groups, each of which consists of a plurality of documents, said status indication shows whether at least one of the documents in each document group has not been read for each document group.

5. The method according to claim 1, wherein said status indication is provided by colors or patterns.

6. An apparatus for carrying out a method of indicating a user status for at least one of a plurality of users of groupware, said apparatus comprising:

a server connected to a network and including a status database for storing a user status indication;

a manager operation section connected to said network and including a manager screen and a manager input device; and

a user operation section connected to said network and including at least one user screen and at least one user input device.

7. The apparatus according to claim 6 wherein said user status indication indicates whether a user has accessed a document in said groupware.

8. The apparatus according to claim 7, wherein when a user changes said document, the statuses of the other of said plurality of users are set to "not read" in said status database.

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9. The apparatus according to claim 7, further comprising a mail generation component from which a mail is sent to members of a specific group who have not read the document.

10. A program storage device readable by machine, tangibly embodying a program of instructions executable by the machine to perform method steps for indicating user status for at least one of a plurality of users of groupware, said method comprising the steps of:

(a) displaying a status row bar in a view window of each user; and

(b) providing a status indication indicating the user status in said displayed status row bar.

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